Arizona Commission on the Arts

Guide to Grants for Organizations and Schools 2009-2010

Fiscal Year 2010 Grants

Arts Learning Grants

Grant Deadline: Thursday, March 19, 2009

Document Last Updated: Thursday, February 5, 2009

Changes to earlier Guide documents are represented in red.

TABLE OF CONTENTS

OVERVIEW

The Arizona Commission on the Arts is committed to making the arts fundamental to education, particularly in projects that serve preK-12 students, classroom teachers, educators, arts specialists, teaching artists and administrators in school, out-of-school and summer/inter-session projects. Arts Learning Grants are available for schools and organizations working with students, educators or teaching artists in an arts learning capacity and can take place in a variety of settings and formats.

The Commission is also committed to supporting projects that build students' skills and understanding related to the arts, reflecting the Arizona Arts Standards. For a copy of the Arizona Arts Standards, visit: www.azed.gov/standards/arts/revised.

Applicants can verify their eligibility to apply for grants within this area on page 6 of the Overview document.

Types of Arts Learning Grants
The type of Arts Learning Grant you will apply for is determined based on type of organization:

- *Artist in Residence* grants are initiated by Schools and School Districts.
- *Community Enrichment* grants are initiated by Boys and Girls Clubs, parks and recreation programs, neighborhood centers, libraries, social service and community organizations, and YMCAs.
- *Partners in Arts Learning* grants are initiated by arts organizations.

Arts Learning Grants support projects that:
- Make the arts an essential, fundamental part of school curriculum.
- Provide more than a simple exposure to the arts and take place over a period of time with a group of identified participants.
- Provide professional development opportunities for educators and artists.
- Demonstrate arts learning through the development of partnerships among artists, arts organizations, classroom teachers, arts specialists and the community.
- Intend to leave a lasting impact.
- Build community support and visibility for the arts and arts learning.
- Support current arts learning programs, curriculum, and art specialists and do not supplant programs, curriculum or arts specialists, or provide them due to a lack thereof.
- Focus on learning in, through and about the arts. If Arts Integration is the focus, the arts should be as significant as or more significant than other disciplines in the project design.

We recommend that you contact Arts Learning Staff to discuss your project plan before beginning an application. **Commission staff can provide:**
- Expanded information and resources about learning in, through and about the arts.
- Expanded information related to creating learning objectives, evaluation and assessment tools.
- Consultation in the idea development phase of the project. Consultation can take the form of community workshops, brainstorming meetings, site visits, telephone conferences, email correspondence, sharing of previously successful proposals and reports from previous years' projects.
- Review of an application draft for first-time applicants. See page 11 for more information.

In addition, applicants can find many helpful resources at www.azarts.gov/artslearning.

FUNDING CRITERIA

The following criteria are the basis for the panel review of all Arts Learning Grant applications and relate to the four narrative sections of the online application:

- **Artistic Quality of Project Design** (for service organizations, *quality of service*)
- **Articulation of Student and Teacher Learning Objectives** within application
- **Outline of Learning Assessment and Program Evaluation** within application
- **Evidence of Community Support** within application
- **Appropriateness of the applicant's budget** to carry out the proposed project

Funding Eligibility Scale for Arts Learning Grants

<table>
<tr><td colspan="2">Artist in Residence
Community Enrichment</td></tr>
<tr>
<td valign="top">

The Commission strongly recommends artist services be limited to four class-period services per day, or two class-period services and one full performance per day. This assures a quality experience for all participants.

Due to the flexibility of their artform or their own way of working, some artists may be willing to provide more services per day. This is not to be expected.

Be sure to confirm the number of artist(s) services for each residency day prior to submitting the grant. Include these details in your contract/letter of agreement.

The minimum grant award is $750. Your budget must include at least $1,500 in guest artist/consultant fees.

</td>
<td valign="top">

Guest Artist/Consultant Fees
In these grant programs, the minimum compensation for any artist or consultant is $50 per hour/session. Artists/consultants may set fees higher than this level; any fee above $50 per hour/session will become the responsibility of the school/community organization.

If **artist/company fees/expenses** are between:	You may request up to:
$ 1,500 to $4,000	50% of eligible fees/expenses
$ 4,001 to $6,000	$2,000
$6,001 to $8,000	$2,500
$8,001 to $11,000	$3,000
$11, 001 to $15,000	$3,500
$15,001 to $20,000	$4,000
$20,001 to $40,000	$4,500
$40,001 to $60,000	$5,000
$60,001 to $100,000	$5,500
Above $100,00	$5,500 + up to 5% of fees beyond $100,000

Travel Fees
The Commission provides a sample scale for travel/per diem. **Maximum request of $1,300 in travel honorarium.**

For projects where travel/per diem is requested, calculate round trip (RT) map mileage from artist/consultant's city to applicant city.	
0-70 miles RT	$0 miles/lodging/meal honorarium
7 1-400+ miles RT	$60 per day, all-inclusive mileage/lodging/meal honorarium

Supply Fees
The Commission provides a supply fee honorarium. **Maximum request of $300 in supply honorarium.**

When the purchase of supplies is critical to the completion of the project, if supply fees are:	
$1 to $300	Request actual cost
Above $300	$300

</td>
</tr>
</table>

Funding Eligibility Scale for Arts Learning Grants, continued

Partners in Arts Learning		
The minimum grant award is $750. Your budget must include at least $1,500 in guest artist/consultant fees.	In this grant program, compensation and eligible fees are set by the arts organization.	
	If total eligible fees are between:	**You may request up to:**
	$ 1,500 to $19,999 $ 20,000 and Above	50% of eligible fees/expenses $10,000

ARTS LEARNING GRANT TYPES

Artist in Residence Grants
Initiated by Schools and School Districts, this grant provides matching funds to support the supplies and fees/travel/per diem expenses for artist(s) providing arts learning residencies for students in schools, after school, out of school or in inter-session programs. These projects focus on student learning and may additionally provide professional development services.

Individual schools/districts may only apply for one Arts Learning Grant of any type per grants cycle.

Eligible Fees
Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

Artist in Residence/ Eligible Fees ***NOTE *** Numbered headings correspond to budget lines in the EGOR online application
1.)   **Guest Artists**
Guest artist fees (Identify and list all guest artist(s)/companies and specific fees related to the project.)
2.)   **Consultants/ Other Experts**
Consultant/Other Expert fees (Identify and list all contracted consultant(s) and specific fees related to the project.)
3.)   **Travel/Per Diem**
Guest artist travel (Identify guest artist(s)/company, days at project site and artist/company city of origin)
Consultants/ Other Experts (Identify guest consultant/expert days at project site and consultant/expert city of origin)
4.)   **Other (Itemize)**
Supplies (consumable art supplies to be used during the project)

Ineligible Fees
Common requests that are ineligible fees for Artist in Residence Grants are: support for teachers or staff salaries, funding for insurance, support for food and beverages for receptions and hospitality functions, support for fundraising projects, support for scholarships and awards, and support for travel for students/participants. **This list is not comprehensive**.

Community Enrichment Grants

Initiated by Boys and Girls Clubs, parks and recreation programs, neighborhood centers, libraries, social service and community organizations, and YMCAs, this grant provides matching funds to support the supplies and fees/travel/per diem expenses for artist(s) providing arts learning programs for students, community, teachers and/ or teaching artists. These projects focus on student learning and may additionally provide professional development services.

Individual organizations may only apply for one Arts Learning Grant of any type per grants cycle.

Eligible Fees

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

Community Enrichment Projects / Eligible Fees ***NOTE *** Numbered headings correspond to budget lines in the EGOR online application
1.) Guest Artists
Guest artist fees (Identify and list all guest artist(s)/companies and specific fees related to the project.)
2.) Consultants/ Other Experts
Consultant/Other Expert fees (Identify and list all contracted consultant(s) and specific fees related to the project.)
3.) Travel/Per Diem
Guest artist travel (Identify guest artist(s)/company, days at project site and artist/company city of origin)
Consultants/ Other Experts (Identify guest consultant/expert days at project site and consultant/expert city of origin)
4.) Other (Itemize)
Supplies (consumable art supplies to be used during the project)

Ineligible Fees

Common requests that are ineligible fees for Community Enrichment Grants are: support for teachers or staff salaries, funding for insurance, support for food and beverages for receptions and hospitality functions, support for fundraising projects, space/costume/set rental, support for scholarships and awards, and support for travel for students/participants. **This list is not comprehensive**.

Partners in Arts Learning Grants: *Providing arts learning experiences to broaden, deepen and diversify a community's relationship with arts organizations by engaging children, families and neighborhoods.*

Initiated by arts organizations, this grant provides matching funds to support the fees, travel and per diem expenses for artists and/or consultants, supplies and other listed eligible fees for arts organizations creating partnerships with local school and or community-based organizations to deliver arts-based learning programs for students, communities, staff, educators and/or teaching artists. Particular interest and support is given to projects that are sustainable, collaborative and provide direct participation and access to quality arts experiences for participants and community at large. These projects may also focus on or contain elements of professional development for staff, educators and/or teaching artists.

Partnership projects **must** contain a community-based outreach experience for local schools, parents, community members etc. Note: If the focus of your project is professional development you are not required to engage in a community outreach experience.

Individual organizations may only apply for one Arts Learning Grant of any type per grants cycle. The Commission plans to award up to 10 Partners in Arts Learning Grants of up to $10,000 each.

Eligible Fees
Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

Partners in Arts Learning / Eligible Fees ***NOTE *** Numbered headings correspond to budget lines in the EGOR online application
1.) Guest Artists
Guest artist fees (Identify and list all guest artist(s)/companies and specific fees related to the project.)
Contracted artistic personnel fees (Identify and list all contracted artistic personnel and specific fees related to the project. If contracted artistic personnel are a part of your organization staff, this must be a separate fee/contract from their regular position within the organization.)
2.) Consultants/ Other Experts
Consultant/Other Expert fees (Identify and list all contracted consultant(s) and specific fees related to the project. If contracted artist(s)/companies are a part of your organization staff, this must be a separate fee/contract from their regular position within the organization.)
Evaluation/Assessment Consultant to create complimentary evaluation/assessment pieces for the project. (Identify and list all contracted consultant(s) and specific fees related to the project. If contracted artist(s)/companies are a part of your organization staff, this must be a separate fee/contract from their regular position within the organization.)
3.) Travel/Per Diem
Guest artist travel (Identify guest artist(s)/company and travel request)
Contracted artistic personnel fees(Identify contracted artistic personnel and travel request)
Consultants/ Other Experts((Identify consultant/other experts and travel request)
4.) Other (Itemize)
Education Materials (consumable art supplies to be used during the project, cost of gratis ticket/admission fees for participants and community members during required community engagement event, production of study guides for educators)
Transportation (for participants and community members during the course of the project)
Marketing (production of marketing materials for this specific project)

Ineligible Fees
Common requests that are ineligible fees for Partners in Arts Learning Grants are: support for staff salaries, funding for insurance, support for food and beverages for receptions and hospitality functions, support for fundraising projects, support for scholarships, space/costume/set rental and seasonal brochures. **This list is not comprehensive**.

ADDITIONAL REQUIREMENTS AND INFORMATION

Suggestions for Project Planning

- Consider whether your project will focus on:
    - **Exposing** participants to new ideas and art forms through participation
    - **Exploring** ideas, tools, and process from arts disciplines (using them to develop understanding of ideas from two or more disciplines providing authentic integration of the arts disciplines into the full curriculum)
    - **Developing** understanding about ideas through reflection and engagement in artmaking

- One useful process for your project planning is called Backward Mapping. It consists of three general steps:
    - Identify the learning objectives for your project. (Learning objectives)
    - Identify how you will know that the participants understand what you have presented. What will be the evidence of their understanding? (Ongoing assessment)
    - Identify the learning experiences you will present in order to help develop their understanding. (Program planning)

- Design a project that is appropriate to the size and mission of your school/organization.

- Schedule a planning session with all parties involved in the project both before submitting the proposal and again before the project begins.

- Provide professional development opportunities where appropriate, or plans to disseminate what participants learned to others in your school/community to ensure systemic change in learning in, through and about the arts.

- Develop ongoing evaluation methods to generate feedback throughout your project.

- Engage the broader community in your project and develop community outreach activities to help build support for arts learning.

- Provide studio space for artists in all disciplines to create or continue their own work during your program in order to better understand what an artist does both creatively and as a businessperson. Artists can also use their studio space to hold open rehearsals, post manuscripts of writing with reflective comments, exhibit preliminary sketches for work, etc.

Submitting a Draft

New applicants are strongly encouraged to contact the Commission well in advance of the deadline to discuss proposed project(s). New applicants may request Commission staff review draft applications for feedback. Only complete applications can be submitted as drafts. **Drafts must be submitted through EGOR no later than Friday, March 6, 2009 and applicants must notify the appropriate Commission grant contact of draft submission.** Staff review does not guarantee funding, but can help strengthen an application.

Supplementary Materials
Applicants are required to submit some or all of the following Supplementary materials in support of Project Grant applications. **Supplementary materials will not be returned to the applicant.**

The following materials are REQUIRED and must be <u>uploaded</u> to EGOR:
- Federal Tax Exemption Letter (first-time applicants only). This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government are exempt from this requirement.

- Signed Letters of Support
  - **For In-School Artist in Residence & Community Enrichment Grants:** Applicants must provide no more than 2 letters of support, written and signed by the project's collaborating artist/company, arts organization or consultant, demonstrating commitment to the project.

  - **For Partners in Arts Learning Grants**: Applicants must provide no more than 4 letters of support, written and signed by the project's collaborating partner School/Community Organization, Principal or Superintendent (or highest level administrator), School Board Representative or Coordinator, PTA School Coordinator, Parent Liaison, Teacher/Educator or Curriculum Specialist, Community Member, Youth or other Administrator, demonstrating commitment to project.

- Sample Assessment Tools (for students, participants or educators). Visit www.azarts.gov/artslearning for related resources.

- Sample Evaluation Tools (for students, participants, teaching artists or the project as a whole). Visit www.azarts.gov/artslearning for related resources.

►Upon completion of the Supplementary Materials Checklist in EGOR, you will generate a Supplementary Materials Cover Page that must be sent with any mailed materials. Mailed materials must be mailed in one envelope and postmarked by the grant deadline.

The following materials are REQUIRED and must be <u>mailed</u> to the Commission offices:
- Artist/Company/Consultant Support Materials (if applicable). If project utilizes an artist, company or consultant not listed on the Commission Teaching Artist Roster or Consultant Services Roster, submit the artist's, company's, or consultant's **resume** as well as **Audio, Video or Visual Materials** that demonstrate artistic quality.

  The only media the Commission will accept for audio, video or visual review are CDs, DVDs or CDR. File types limited to PowerPoint (.ppt) digital images (.jpg) audio (.wav, .mp3, or standard audio file) video in QuickTime format (.mov), Windows Media format (.wmv), Flash (.fla or .flv), or standard DVD file. Limited to only 1 CD, or 1 DVD, or 1 CDR.

  Materials must speak to the artistic quality or service quality of either the proposed project or a recent past project. **Applicants submitting these materials are required to complete the Audio, Video and Visual Materials form** posted on the Commission website along with the Guide to Grants documents, clarifying the relevance of the submitted material to the submitted project proposal as well as to identify and describe work shown in the materials. This form must be mailed with any audio, video or visual materials, in the same envelope as other mailed materials and postmarked by the grant deadline.

- Fiscal Sponsor Letter of Agreement (if applicable). If using a Fiscal Sponsor, an organization must submit a letter signed by an authorized official of the Fiscal Sponsor organization agreeing to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.

The following materials are OPTIONAL and must be <u>mailed</u> to the Commission offices:

- Paper Materials (including brochures, programs, catalogs, flyers, etc.) Limited to 5 examples.

COMPLETING AN ONLINE PROJECT APPLICATION IN EGOR

Application Narrative
Applicants are asked to address the following questions within the application and are required to complete a budget (to address the criterion related to *appropriateness of budget*). In addition, applicants are asked to identify staff, board and project directors, and are asked to identify grant and audience type.

In EGOR, questions require yes/no or short form responses unless a character count is indicated.

Applicants are strongly advised to develop responses to narrative questions using word processing software, to save often, and then to copy and paste completed responses into the EGOR application. Applicants will be required to answer all questions completely in the text boxes provided.

Applicants are advised to assume that the panel reviewing grant applications knows nothing about your community, school, organization or programming.

Review Criterion: Artistic Quality
- Name of artist, company or consultant.
- Is this artist/company/consultant on the Arizona Commission on the Arts Teaching Artist Roster or the Consultant Services Roster?
- Describe your process in selecting the artist(s), company or consultant for your project, addressing their artistic quality, skills or experience related to the objectives of the project. 450 characters maximum.
- Describe how the artist(s), company or consultant was engaged in the development of the project. 450 characters maximum.
- Describe how the artist(s), company or consultant will engage all of the project's identified participants in the overall project. 600 characters maximum.
- If a core group will be engaged in a deeper learning experience within the project, describe how the artist(s), company or consultant will engage the core group. 600 characters maximum.
- Describe a representative project session the artist(s), company or consultant will conduct. 600 characters maximum.
- FOR PARTNERS IN ARTS LEARNING APPLICATIONS ONLY: If you will be engaging a consultant to develop evaluation and assessment materials, describe your process in selecting the consultant, addressing his or her artistic quality, skills and experience related to the objectives of the project. 600 characters maximum.
- If applicable, please describe your reasons for selecting the same artist(s), company or consultant your site has been involved with in the past. How will this project build upon previous projects? 275 characters maximum.

Review Criterion: Articulation of Student and Teacher Learning Objectives
- Describe how the learning objectives of the project reinforce your site's overall arts learning plan. If your site doesn't have a plan, how will you develop a plan to ensure the sustainability of arts based learning? 275 characters maximum.
- Describe your preparation for this project including how previous project(s) successes and challenges have influenced your planning. 275 characters maximum.
- Describe how this project will impact participant learning. 400 characters maximum.

Review Criterion: Outline of Learning Assessment and Program Evaluation

- Describe the desired outcomes of the project. List the project's specific learning objectives and identify how you will fairly and accurately assess each stated learning objective. 1600 characters maximum.
- Describe how you will evaluate your program and your artist, company or consultant. Describe how the program evaluation and learning assessment will be used, analyzed or interpreted and how it will be shared with wider audiences such as school boards, funders or policy makers. 1600 characters maximum.
- Describe in detail how this project will address the Arizona Arts Standards, through exposure or introduction, or by addressing one or several of the standards on a deeper level. Describe how your learning assessment will relate to the Arizona Arts Standards, available at http://www.ade.az.gov/standards/arts/revised/. 800 characters maximum.

Review Criterion: Community Support

- Identify collaborating partners and their roles in this project. 275 characters maximum.
- Specifically describe how collaborating partners have been and will continue to be engaged throughout the project. 475 characters maximum.
- Describe how you will actively engage the broader community in the project's activities and/or events. 475 characters maximum.

STAFF CONTACTS

For questions related to Arts Learning Projects, please contact:

Mandy Buscas, Arts Learning Director at 602-771-6525 or mbuscas@azarts.gov

Kim Willey, Arts Learning and Poetry Out Loud Coordinator at 602-771-6521 or kwilley@azarts.gov

Alex Nelson, Arts Learning Coordinator at 602-771-6523 or anelson@azarts.gov

Please contact Ginny Berryhill, Grants and Information Technology Manager at 602-771-6528 or gberryhill@azarts.gov for questions related to EGOR, the Electronics Grants Online Resource.